

11 January 1952

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Report from Room 220, Week of 7 January - 11 January 1952

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To:

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From:

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1. Registration for the present clerical refresher course took place on Monday, 7 January. The courses this time were limited to shorthand and typing, and [] were registered for this session. The [] enrolled in shorthand had to be divided into 5 classes because of the variation in their speeds and the difference between the two brands of shorthand now being taught by Gregg.

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2. I had a conference with Mr. Meloon on Wednesday in regard to the clerical orientation day plan. The next move towards the realization of this project will be conferences with the administrative officers of the various branches.

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3. The class in UTG/A, General Intelligence, ended on Friday, 11 January. Of the [] in the class, none was cleared by the time the course ended (with the possible exception of one military man who is returning to his office). The class in UTG/A, Russian, due to end on this date, was continued for another week. Of the [] people in this class, [] are old employees of the Agency, and the remaining [] have already attained full clearance.

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4. Registration and testing for the new General Intelligence course took place on Friday, 11 January. [] were due to "show", [] from OCD and [] from MPD.

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